

chron

12 April 1988

MEMORANDUM FOR THE RECORD

SUBJECT: Exceptional Accomplishment Award

1. [] is awarded an Exceptional Accomplishment Award with a \$300 cash emolument for her work in preparing for the recent DS&T Strategic Planning Conference. STAT

2. With only 3 days notice, the S&T Office Directors had to prepare off site presentations on how their offices would be affected by massive reductions in their operating budgets. The reductions had to be detailed in 3 increments, 6, 12, and 18 percent.

3. [] was tasked with preparing the FBIS response. Working alone and under severe time restrictions, she compiled, analyzed, and put our budget information into final format for the presentation. This included all vugraphs and memos. Through her efforts, the FBIS presentation was concise, accurate, and ultimately successful in defending the FBIS budget. STAT

4. [] deserves this modest recognition for a job well done. STAT

STAT

[]
R. W. Manners
Director
Foreign Broadcast Information Service

ADMINISTRATIVE - INTERNAL USE ONLY